

**City Sales Tax** - Contact the City in which your business will be located. You may contact by phone, email or visit.

## **4 Food/Health Permits**

**Alabama Department of Public Health** - Contact the Health Department at (251) 947-3618 prior to opening your business, if applicable. The office is located at 22251 Palmer Street in Robertsdale, AL.

[www.adph.org/baldwin/](http://www.adph.org/baldwin/)

## **5 Alcoholic Beverage License**

**State of Alabama Alcoholic Beverage Control Board** - Contact the ABC Board prior to opening your business at (251) 947-2971. The office is located at 20210 Highway 59, Suite 5, Summerdale, AL 36580. Certain requirements must be met prior to obtaining this license.

## **Other Contact Information**

### Cable

Riviera Utilities	943-5001
Mediacom Cable	947-2745

### Chamber of Commerce

AL Gulf Coast Chamber	968-6904
Bay Minette Chamber	937-5665
Central Baldwin Chamber	947-5932
Eastern Shore Chamber	621-8222
South Baldwin Chamber	943-3291

### Telephone

BellSouth	1-888-757-6500
CenturyTel	952-5100

### Utilities

Baldwin EMC	989-6247
Riviera Utilities	943-5001
North Baldwin Utilities	580-1626

### **Baldwin County**

312 Courthouse Square  
Bay Minette, AL 36507

Eastern Shore - 251-928-3002  
South Baldwin - 251-943-5061  
North Baldwin - 251-937-9561  
website: baldwincountyal.gov

## **New Business**



## **What You May Need To Know!**



# General Information For New Business



Listed below is general information to assist you in contacting the necessary State, County or City offices prior to opening a new or existing business.



## Zoning Verification

Whether you are building a new structure or using an existing structure for your new business or starting a home occupation, you will need to contact the Baldwin County Planning & Zoning Department for a Zoning Verification.



## Purchase a Business License

**City Business License** - Contact or visit a City Hall in which your business is located. There may be requirements prior to opening your business, i.e. zoning, inspections, etc.

### State/County Business License -

Contact or visit a Probate Office in Fairhope, Foley, Robertsdale or

Bay Minette. You will need to purchase a business license even though your business may be located within a City's corporate limits or police jurisdiction.

***Please note - If purchasing an existing business, you may transfer a State/County Business License for a minimum fee.***



## Apply for Sales Tax, Consumer Use Tax and/or Lease Tax

**State Sales Tax** - Contact the Alabama Department of Revenue by phone (251) 344-4737 (Mobile) or (334)240-1490 (Montgomery), email or visit.

***Example: If you are a retail store, you will need to contact the State prior to opening your business in order to apply for a "Sales Tax License" which allows you to purchase your goods wholesale.***

The State has an online application that allows you to receive tax information in a shorter time frame.

**[www.revenue.alabama.gov](http://www.revenue.alabama.gov)**

**County Sales Tax** - Contact Baldwin County Sales & Use Tax Department at (251) 937-9561 or (251) 943-5061 or (251) 928-3002 prior to opening your business. Baldwin County also has a website that allows you to download a Tax Application.

**[www.baldwincountyal.gov](http://www.baldwincountyal.gov)**

***Please note - If you are purchasing an existing business you will need to contact our office prior to the purchase of the business in order to obtain a "Good Standing Certificate" form. If the previous owner is not in compliance with the sales/use tax laws (delinquent), you may be personally responsible for the payment of these taxes.***